

Daniel Campos do Amaral

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Brazilian, married
Date of Birth: 30/04/82

Summary

Executive with over 20 years of experience as a Director/Manager in the Administrative, Financial, Operations and Corporate Relationships.

Expertise in cost, budget, financial planning (CAPEX and OPEX), corporate restructuring, negotiation and renegotiation of contracts.

Experience

Finance and Administrative Director

Agência Mancini

Marketing Agency

12/2019

Goiânia – GO

- Establish corporate relationships with bid city halls and Others Publics agencies;
- Ensure the control and execution of the budget, cash flow and financial reports;
- Develop new administrative processes and financial reports;
- Assure the financial and accountability account of the company are in accordance;
- Manage and approve all payments and receivables;
- Working with nominated accountants, ensure full compliance in fiscal matters;
- As appropriate, review fiscal planning and optimise tax planning;
- Ensure pragmatic compliance as regards legal status of all employees;
- Liaison as appropriate with legal counsel on contracts and litigation.

Operations Director

ISHOP Brasil

Vending Machines

04/2018 to 12/2019

Goiânia – GO and Rio de Janeiro - RJ

- Responsible for opening new markets for the Company;
- Management of operational, administrative and commercial teams;
- Ensure the control and execution of the budget, cash flow and financial reports;
- Budget, Income Statement, Cash flow and presentation of strategic indicators to shareholders;
- Manage and approve all payments and receivables;
- Working with nominated accountants, ensure full compliance in fiscal matters;
- Ensure pragmatic compliance as regards legal status of all employees;
- Ensure all staff hold appropriate work contracts;

- Maintain up to date staff database, including salary, employment status, total cost to company in month;
- Update every month the annual budget, including reconciliation and giving explanations where requested;
- Liaison as appropriate with legal counsel on contracts and litigation.

Finance and Administration Manager

Elo Agrícola

Agribusiness

10/2017 to 04/2018

Goiânia – GO

Hired as Administrative and Financial Consultant to organize the financial and administrative sectors of the Company.

- Responsible to lead meeting with Banks, clientes and suppliers;
- Organise and control administrative and financial activities of the Company and support the Directors on the decisions;
- Assure all environmental licenses are budgeted and realized to avoid any trouble with surveillances;
- Assure the financial and accountability account of the company are in accordance;
- Manage and approve all payments and receivables;
- Manage the Treasury account of the Directors, avoiding any balance break stipulated by the Board of Directors;
- Working with nominated accountants, ensure full compliance in fiscal matters;
- Ensure pragmatic compliance as regards legal status of all employees;
- Ensure all staff hold appropriate work contracts;
- Control Employees Time Sheets;
- Implementation of Costs Management;
- Ensure accountant and financial demonstrations are correct according Company Plan.

General Administrator and Finance Manager Brazil

Horizonte Minerals

Mining Company

January to July 2008 – May 2009 to June 2011 - April 2012 to July 2017

Goiânia – GO, Belo Horizonte - MG

- Director / Legal Representative of 3 Brazilian subsidiaries of Horizonte Minerals. In addition to ensuring compliance of the activities of the companies to the London (AIM) and Canadian (TSX) stock exchanges on which Horizonte Minerals (HZM) is listed and more importantly I ensure compliance with the complexity (for the un-initiated) of Brazilian regulations;
- In January of 2015 was responsible to present the Araguaia Project in the Public Hearing held in Conceição do Araguaia – PA. According to the minutes of the Public Hearing, had the presence of more than 1400 people;
- Organise and control administrative, legal and financial activities in Brazil and support country and field management;

- Assure all licenses are budgeted and realized according annual budget;
- Assure the financial and accountability account of the company are in accordance;
- Develop and analyse bidding process of purchases and contracts requested by Company Board of directors;
- Participate on the corporate, social, institutional areas, giving support to the Board;
- Manage and approve all payments, receipts, and foreign exchange transactions;
- Review and approve transactions through Horizonte Minerals Brasil accounts;
- Working with nominated accountants, ensure full compliance in fiscal matters;
- Responsible for all fiscal control of the Companies, assuring that the yearly audit are conducted in an appropriate way, without mistakes;
- Ensure pragmatic compliance as regards legal status of full and part time employees;
- Ensure all staff hold appropriate work contracts;
- Ensure cash and bank books kept up to date throughout the month and transmission to UK;
- Ensure payments correctly allocated to appropriate projects;
- Liaison as appropriate with legal counsel on contracts and litigation.

Exploration Administration Manager Brazil -

Luna Gold Corp

Mining Company

06/2011 to 04/2012

São Luís - MA

- Admin Support to the Exploration activities to be developed;
- Management of the admin staff of the exploration sector of the LGC;
- Integration with all other departments from the Operation sector of the Company;
- Description, control and validation of the financial and administrative policies of the Group;
- Elaboration of Financial and Administrative report to be presented to the board of the Company;
- Payroll control and validation;
- Heritage/Patrimony control and validation;
- Payments process to payroll, services, third parties and invoices.
- Working with nominated accountants, assure all taxes, rules and others are being accomplished;
- Check and validation of the Admittance and dismiss process of the Exploration sector of the Company;
- Keep all data employees updated, including role, salaries, total cost per employee.
- Yearly and Monthly budget control, supported by the Administration and exploration directors;
- Check and validation of the monthly financial and accountant balance of the accounts of the Exploration in Brazil;
- Employees expense report validation;
- Expense costs for Project.

New business analyst

FGR Urbanismo S/A

Enginner and Construction Sector

06/2008 to 02/2009

Goiânia - GO

Responsible for the new Projects areas prospection, feasibility and approval of the Project together with the state agencies as city hall, notary station, Environmental agencies, energy and water supplies. Relationship with the main stakeholders and investors of the projects. Elaboration and management of the Project development chronogram, financial budget and expenses projection of the department. Consulting of all documents required from investors, and specifics law to the project development. Market share and legal licenses management.

Partner - Finance and Administration Manager

Yáziqi Internexus

Education Sector

08/2003 – 02/2008

Goiânia – GO

One year as trainee in the admin and finance area, in August of 2004 promoted to the admin and financial management and in 2006 promoted to partner being responsible for all admin and financial areas, involving cash flows, payroll, payable and receivable accounts, budget, planning of commercial and financial areas, hiring, dismissal, negotiation with suppliers and clients. Management, leadership and training of sales staff, acquisition of materials and management of the inventory.

Academic Education

Bussiness Administration

08/2003 - 07/2007

UNIVERSO - Universidade Salgado de Oliveira Campus Goiânia

MBA at FGV – Fundação Getúlio Vargas– Stategic Plan for Companies

MBA at FGV – Fundação Getúlio Vargas – Project Management